



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA
विकास आयुक्त का कार्यालय/ OFFICE OF THE DEVELOPMENT
COMMISSIONER
सीपज़ विशेष आयुक्त क्षेत्र / SEEPZ SPECIAL ECONOMIC ZONE
वाणिज्य एवं उद्योग मंत्रालय / MINISTRY OF COMMERCE & INDUSTRY
अंधेरी (पूर्व), मुंबई - 400 096 / ANDHERI (EAST), MUMBAI - 400 096.
ई-मेल /E-mail : dcseepz-mah@nic.in
वेबसाइट / Web-site : www.seepz.gov.in

75
आजादी का
अमृत महोत्सव

Circular No. 49 /2022

Subject: Achieving targets prescribed in the Annual Programme for the year 2022-23 issued by Dept. Of Official Language regarding progressive use of Hindi.

Every year Department of Official Language, Ministry of Home Affairs, Government of India issues Annual Programme for promoting use of Hindi in Central Government offices in which for various official purpose as to use of Hindi, targets are fixed which are required to be achieved by Central Government offices.

Targets as fixed in the Annual Programme for use of Hindi for the year 2022-23 issued by Department of Official Language are as under:-

Sr. No.	Details of Works	This office in located 'B' region	Targets
1	Originating Correspondence in Hindi (including E-mail)	1. From 'B' to 'A'	90%
		2. From 'B' to 'B'	90%
		3. From 'B' to 'C'	55%
		4. From 'B' to offices/individuals in stated/UT's of 'A' & 'B'	90%
2	Letters received in Hindi to be answered in Hindi		100%
3	Noting in Hindi		50%
4	Training programme through Hindi medium		60%
5	Recruitment of employees utilized for Hindi typing & Stenographers		70%
6	Dictation in Hindi/Direct typing on Key Board (self and by the Asstt.)		55%
7	Hindi Training (Language, Typing / Stenography)		100%
8	Preparation of Bilingual Training Material		100%
9	Expenditure for the purchase of Hindi books etc., Including digital matters i.e., Hindi e-books, CD/DVD, Pen Drive including amount incurred on Translation in Hindi from English and regional Languages. Out of the total Library grant, excluding Journals and standard reference books.		50%
10	Purchase of all electronic equipments including Computers in bilingual form		100%

24/4

11	Website	100% (Bilingual)
12	Citizen charter and display of Public interface Information	100% (Bilingual)
13	II) Inspections of sections at Headquarters	25% (Minimum)
14	Meetings regarding Official Language (a) Official Language Implementation Committee	4 Meeting in a year (One meeting every quarter)
15	Translation of Codes, Manuals, Forms, Procedural literature	100%

All branch Officers / Sections in charge are hereby directed to make concerted efforts towards achieving the above targets.


29.04.22

(Chanderpal Singh Chauhan)
Joint Development Commissioner,
SEEPZ-SEZ, Mumbai

Note:

Region	States union Territories falling in the Region 'B'
'A'	States of Bihar, Chhatisgarh, Haryana, Himachal Pradesh, Jharkhand, Madhya Pradesh, Rajasthan, Uttar Pradesh, Uttarakhand, National Capital Territory of Delhi and Andman and Nicobar Island union Territory.
'B'	States of Gujrat, Maharashtra and Punjab and union Territories of Chandigarh, Daman & Div and Dadra and Nagar Haveli.
'C'	All other states not included in the 'A' and 'B' or union Territories.

File No. SEEPZ-SEZ/HINDI-155/08/PART FILE-IV/06527

DATE: 29.04.2022

Copy To,

1. All branch officers - The Circular may please be circulated among the staff for Information and necessary action
2. All Sections in charge
3. Development Commissioner Office
4. Joint Development Commissioner Office
5. Deputy Development Commissioner Office
6. Concerned File
7. All Notice Boards
8. IT Section - For uploading on Website